

Special Programs

Laboratory Affiliates

Guest

**POLICY:**

- .01 The Laboratory provides access to its facilities to an individual to volunteer time for conducting specific research or other activities under Laboratory sponsorship, if the proposed research or other activities are in the Laboratory's interest.

**Authority**

- .02 The Laboratory Guest category is administered by the Visitor and Immigration Team in the Human Resources Staffing Group (HR-5 Staff).

**Definition**

- .03 A Laboratory Guest is an unpaid volunteer who donates freely and without coercion his or her services and is not an employee of the Laboratory. The Laboratory does not control or have the right to control the Guest both as to the work performed and the manner in which it is performed.

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**PROCEDURES:**

These procedures effective until further notice.

**Guest Agreement**

- .04 The sponsoring organization must complete a Guest Agreement, obtain the proposed Guest's signature, and forward the signed form to HR-5 Staff before an individual may participate in Laboratory activities as a Laboratory Guest.

**NOTE:** In addition to the rules and regulations mentioned in Section B of the Guest Agreement, the Guest must agree to comply with Laboratory policy, including the protection of any privileged and proprietary information the Guest may encounter in the course of his or her appointment.

**Duration of Appointment**

- .05 The cognizant division-level manager approves the agreement and determines a length of stay of up to 2 years at the Laboratory.

**Guest**

- .06 The Guest Agreement is effective for the dates approved by the division-level manager. If subsequent participation is desired, a new Guest Agreement must be initiated.

**SUPPLEMENTARY  
INFORMATION:**

**Former Employees**

- .07 Employees who terminate because of a reduction-in-force may not serve as Laboratory Guests.

**Payments**

- .08 Laboratory Guests do not receive financial compensation or reimbursement of any kind from the Laboratory unless traveling on official Laboratory business away from Los Alamos.

**Foreign Nationals**

- .09 See [AM 1201](#), *General Information*.